

Subject: FW: Requesting a W-9 Form
From: Amy Mendonca <AMendonca@ccala.org>
Date: 01/30/2017 11:26 AM
To: Joan Noble <JNoble@downtownla.com>

From: Dawn Alexander [mailto:beverly.dawn@gmail.com]
Sent: Monday, January 30, 2017 11:25 AM
To: Amy Mendonca <AMendonca@ccala.org>
Cc: Jenna Hawes <jennahawes@gmail.com>
Subject: Re: Requesting a W-9 Form

We don't have immediate access to a scanner. We can try to send you the forms this week or we could mail to you but with scanning and emailing it will take us a few days.

Sincerely,
Dawn B Alexander

On Jan 30, 2017, at 11:09 AM, Amy Mendonca <AMendonca@ccala.org> wrote:

Hi Jenna (and Dawn),

Though Jenna was initially the only one we needed a W-9 form from, we believe that could have been a clerical error. Just in case, Dawn could you also fill out a W-9 and sent it to jnoble@downtownla.com? That way, we have one on file if we need it. Thank you!

Amy

From: Jenna Hawes [<mailto:jennahawes@gmail.com>]
Sent: Monday, January 30, 2017 10:51 AM
To: Amy Mendonca <AMendonca@ccala.org>; Beverly.dawn@gmail.com
Subject: Re: FW: Requesting a W-9 Form

Also,

Dawn Alexander is my business partner and we both worked the event for DCBID- she has yet to get an email from you. We are curious to know if she needs to fill out a w9 as well, or if the whole payment was made to just me, Jenna? We each received a check in our individual names for the work we did.

Let me know,

Thanks!

Jenna

On Mon, Jan 30, 2017 at 10:46 AM Amy Mendonca <AMendonca@ccala.org> wrote:

Hello,

Thank you. That will be fine. Please send the completed W-9 to
jnoble@downtownla.com

Amy Mendonca

From: Jenna Hawes [mailto:jennahawes@gmail.com]

Sent: Monday, January 30, 2017 10:44 AM

To: Amy Mendonca <AMendonca@ccala.org>

Subject: Re: FW: Requesting a W-9 Form

Hello,

Sorry for the delay... I won't be able to get it to you just now- i am not in the office. I will be later this afternoon. Hope this works.

Jenna

On Mon, Jan 30, 2017 at 10:41 AM Amy Mendonca <AMendonca@ccala.org> wrote:

Hello Ms. Hawes,

We desperately need the W-9 today. Please fill it out, and send it back asap. If you have any questions, you can reach me at (213)

416-7519.

Amy Mendonca

From: Amy Mendonca

Sent: Friday, January 27, 2017 11:07 AM

To: 'jennahawes@gmail.com' <jennahawes@gmail.com>

Subject: Requesting a W-9 Form

Dear Ms. Hawes,

My name is Amy Mendonca, and I am contacting you on behalf of the Downtown Center Business Improvement District. We worked with you this year and we would like to request a W-9

form for our taxes. Please send the completed W-9 to Joan Noble

at jnoble@downtownla.com. Thank you, and have a wonderful day.

Amy

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Amy Mendonca

Office Assistant

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626 Wilshire Blvd., Suite 200 | Los Angeles, CA 90017

office: (213) 416-7519 | fax: (213)

624-0858

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amendonca@ccala.org

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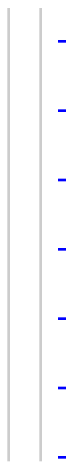
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